



**Job Announcement**  
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**OPEN ONLY TO CURRENT MARYLAND DISTRICT COURT COMMISSIONERS**

<b>Opening Date:</b>	October 8, 2015	<b>Closing Date:</b>	October 22, 2015
<b>Job Title:</b>	Coordinator, Appointed Attorneys	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	073253	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	District Court Headquarters Annapolis, Maryland	<b>Grade/Salary:</b>	J14 \$50,397 - \$80,458
		<b>Financial Disclosure:</b>	Yes

**Essential Functions:** This position serves in a 24/7 on-call status and is responsible for the scheduling of Appointed Attorneys for various shifts at all Commissioner locations across the state; Calls Attorneys for scheduling, prepares scheduling spreadsheets and databases; Handles last minutes call outs, staffing shortages and emergency staffing build-ups of Appointed Attorneys on a 24/7 basis; Maintains a database of Appointed Attorneys involved in the program; Responds to e-mail and telephone inquiries from Appointed Attorneys; Works with Administrative Commissioners to ensure proper staffing of Appointed Attorneys is maintained; Reports to and completes duties as directed by the Deputy Director of Commissioners.

**Education:** Possession of a bachelor's degree from an accredited four year college or university.

**Experience:** Must be a current sitting Commissioner.

**Preferred:** Two years of experience as a sitting Commissioner.

**Skills/Abilities:** Knowledge of the District Court and Commissioner systems; General knowledge of the geography of Maryland and locations of District Courts; Ability to effectively express ideas over the phone in a courteous and professional manner; Able to carry a Court cell phone and to respond to issues 24/7/365; Ability to work with a small team to accomplish the goals of the program; Organizational and problem-solving skills; Ability to perform all essential functions of this position.

**All applicants must complete a DCA-89 (Commissioner Application) to be considered for this position (unsigned applications will not be accepted.)**

**Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Timothy D. Haven, Executive Director, Commissioners  
District Court of Maryland  
251 Rowe Blvd, Suite 341  
Annapolis, MD 21401

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. The selected candidate will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**